



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY

DETACHMENT, GUAM

PSC 455, BOX 172

FPO AP 96540-1728

PSDGUAMINST 1601.1P

Code 00

01 MAR 2005

PERSUPPDET GUAM INSTRUCTION 1601.1P

Subj: DUTIES AND RESPONSIBILITIES OF WATCHSTANDERS

Ref: (a) PSAFEINST 5400.1D
(b) PSDGUAMINST 3120.1J
(c) PSDGUAMINST 3006.1B

Encl: (1) Watchstanding Procedures and Policies
(2) Qualification Standards for Duty Personnel
(3) PSD Duty Officer/NAVPTO Duty Officer Check-Off Sheet
(4) Duty Driver Check-Off Sheet
(5) Vehicle Inspection Check-Off Sheet
(6) Duty DMS PQS Standards

1. Purpose. To establish regulations and guidelines pertaining to duties and responsibilities of watchstanders for U.S. Navy Personnel Support Activity Detachment (PSD), Guam. Per reference (a), administrative, disbursing and military watches are established to accomplish assigned missions.

2. Cancellation. PSDGUAMINST 1601.1N.

3. Background. The Officer in Charge (OIC) shall establish administrative and military watches as necessary to provide support services to customer activities outside of normal working hours and to ensure the physical security of spaces occupied by the detachment. This instruction identifies the duties and responsibilities of watchstanders. Additionally, this instruction details how the detachment responds to special requirements levied during increased THREATCON and Heavy Weather conditions.

4. General Policies

a. The OIC will designate an E-7 or above as the Senior Watch Officer (SWO) and an E-6 or above as the Watchbill Coordinator (WBC).

b. Watchstanders shall be required to handle emergencies, provide services to customer commands after regular working hours, and to ensure the physical security of all detachment spaces.

c. Duty personnel shall promptly notify the CDO who will notify the OIC of all emergency situations (i.e., injuries to personnel, fires, damage to property, destructive weather conditions, etc.), after regular working hours. If the CDO

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cannot be reached, the OIC shall be contacted directly. If the OIC cannot be reached, the Senior Enlisted Advisor (SEA) should be contacted. The watch standing procedures outlined in enclosure (1) will be followed by all duty section personnel.

d. All watchstanders will be in uniform while on duty.

5. Composition of Watches

a. All military personnel E-7 and below will be assigned watches.

b. Duty will consist of a Command Duty Officer (CDO), Personnel Support Detachment Duty Officer (PDO)/Navy Passenger Transportation Office (NAVPTO) Duty Officer, Duty Defense Message Systems (DMS) and Duty Driver (DD). Newly reported personnel will be required to satisfactorily complete the standards outlined in enclosures (2) and (6) prior to standing regular watches. If there is an immediate or higher precedence incoming message the CDO will be contacted. The CDO will ensure proper action is taken.

(1) Command Duty Officer - will be assigned to E-7 and E-6 personnel. CDOs are ultimately responsible for the actions and conduct of their respective duty sections. CDOs will be abreast of any unusual or emergency situations and those involving PSD personnel and provide appropriate guidance to the watchstanders.

(2) PDO/NAVPTO Duty Officers (NDOs) will be assigned to E-6 and E-5 personnel. PDO/NDOs are responsible for daily functions of their duty section, to include maintaining Duty Log, Duty Keys, mustering duty section personnel, housekeeping, grounds maintenance, ensuring duty vehicles are checked daily for maintenance and are in safe operating condition, and other duties that have been assigned. They will ensure that proper action is taken on any immediate or higher precedence message. Additionally, their responsibilities include, but are not limited to, assisting military personnel and family members attached to PSD Guam's area of responsibility, in obtaining transportation to and from the area. The watch hours are from 1630 to 0730 on Mondays through Thursdays and 1630 on Friday through 0730 the following Monday.

(3) Duty DMS will be assigned to E-4 and below personnel. Their responsibilities include transmitting, receiving, distribution of messages, and safeguarding confidential messages. Duty DMS will inform the PDO/NDO of any incoming messages with immediate or higher precedence. A senior E-5 will be designated as the DMS Supervisor.

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(4) Duty Drivers - will be assigned to E-4 and below personnel. Daily runs will be made by the duty driver and will proceed as follows: PSD/Customer Service Desk (CSD)/PSD. Duty runs will commence at 0915. Prior to commencing the run, the duty driver will visit NAVPTO, Fiscal, Travel, Supply Officer, and the Information Systems Manager for items to be delivered to CSD. Duty drivers will distribute all items to the appropriate personnel, section or department. Duty vehicles should be used for official business only; use of privately owned vehicles must be cleared by the CDO on a case-by-case basis. Personnel who do not have a valid driver's license shall obtain one within three months of reporting on board. If a member does not obtain a driver's license during the three month time-frame, the member may be assigned additional watches. Members without a clearance or driver's license will be made available to the SWO for special assignments.

c. Pregnant personnel will be required to stand duty unless limited or no duty has been authorized by a military medical doctor.

d. Personnel may be removed from the watchbill for one month upon selection as Senior or Junior Sailor of the Quarter and one month for Senior Sailor or Junior Sailor of the year, as manning permits.


6. Action

a. All watchstanders will familiarize themselves with the contents of this instruction.

b. The SWO will ensure that watchstanders are trained to fulfill the requirements of the duty section by achieving the standards outlined in enclosure (2).

c. The PDO/NDO will muster the duty section upon assumption of duty to coordinate assigned watches and ensure all duty personnel are aware of their responsibilities. The PDO/NDO will ensure that the daily obligations of the duty section are performed and that the physical security procedures outlined in enclosure (1) are strictly adhered to.

d. All watchstanders will ensure the detachment recall bill remains current by complying with the directives outlined in reference (b). The WBC is responsible for ensuring a current recall bill is maintained in the duty briefcase.


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Watchstanding Procedures and Policies

1. Opening Detachment Spaces. Daily PSD off-going duty personnel will open spaces no later than 0630 on the weekdays. Navy Base Guam Security (333-2989) must be notified whenever the building is opened or secured on weekends, holidays, and any time after the final securing of the day.

2. Relieving the Watch. Duty section turnover will be completed by 0830 work days, weekends and holidays.

3. Message Traffic

a. The Duty DMS will transmit and receive messages twice on week days. Each Duty DMS Under Instruction (U/I) will complete enclosure (6) prior to being placed on the regular watch rotation.

b. The DMS computers are in a non-confidential status. The following procedures will be strictly adhered to when receiving or transmitting classified messages:

(1) Receiving. Naval Computer and Telecommunications Station (NCTS) Guam will notify PSD that a classified is required to be picked up. The duty driver with the proper clearance will pick up the message. Drivers without clearances are to notify the WBC or SWO.

(2) Transmitting. Classified messages can only be transmitted at NCTS WP. Duty drivers with clearances are to drive to NCTS to release the message. Drivers without clearances are to notify wither the WBC or the SWO.

(3) Any Confidential messages that are no longer valid or do not concern PSD or NAVPTO must be destroyed. Destroy message(s) using the shredder. Make the following entry in the log book: "(C) msg DTG ORIG SUBJ destroyed this date" and sign the entry. (C) messages do not require a second signature of witness.

(4) Violation of the above security measures must be reported immediately and could result in loss of security clearance, security report submission to Navy Personnel Command, and punishment under the Uniform Code of Military Justice.

4. Duty Keys. Duty keys (including keys to all vehicles) will be in the possession of duty personnel.

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5. Duty Logbook

a. A duty logbook will be maintained by the PDO/NDO. All pertinent occurrences/information (i.e. emergency leave, death, activation/setting of alarm, securing/opening times, unauthorized absences, times duty section personnel are called in, etc.) will be logged. The SWO or Officer in Charge (OIC) will review the logbook weekly on Monday mornings. If the duty section responds to an emergency after hours, the OIC and SWO will be briefed on the incident by the CDO no later than 0730 the following workday.

b. The duty logbook is an official record and all entries will be made using the following rules:

(1) Log entries will be clear, concise, complete and informative.

(2) Entries will be PRINTED in BLACK ink only.

(3) Corrections will be made by drawing a single line through the entry and initialing it. White-out will not be used.

(4) The logbook must be kept by the PDO/NDO at all times until relieved.

(5) Sample log entries are available on the inside cover of the logbook.

c. The following are mandatory log entries:

(1) Any death (PSD/CSD or Customer Command personnel).

(2) Emergency leave (PSD personnel).

(3) Hospitalization (PSD personnel).

(4) Any incident involving shore patrol/base police/civilian authorities. (PSD personnel)

(5) Alarms: Activation or deactivation

(6) Setting of a weather condition lower than 4.

(7) Entry into building before or after Duty Section opens or secures.

(8) Duty Section's arrival and departure. The departure entry will read: Duty Section secures. The PDO/NDO Check off Sheet has been completed. The following personnel remain in the building: (list personnel). _____ has been assigned the responsibility of securing the building.

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(9) Proper turnover of duty section. The following entry will be made: _____ has relieved _____ as PDO/NDO. Key(s) on ring have been inventoried and are all present (with the exception of...). Keys to duty vehicles have been inventoried and are present (with the exception of...). Duty vehicles have been inspected and are ready for full use. Duty phone is accounted for and in working condition.

(10) Duty Section's assignment of person designated to secure building.

(11) Any circumstance that requires duty section personnel to enter building after securing.

6. Detachment Vehicles. PSD vehicle keys and log book will be maintained by duty personnel. The on-coming Duty Driver will inspect each vehicle for sufficient gas (refill at 1/2 tank) and cleanliness prior to the 0915 duty run, using enclosure (4) which will be maintained with enclosure (3). Log book in the vehicle will be utilized each time the vehicles are used. Vehicles will be washed and vacuumed every Tuesday. Any maintenance problems must be reported to Code 40.

7. Cellular phone. Cellular phones are issued to all duty personnel. Use of the cellular phone is limited to official use that pertains to watchstanding. Incoming duty personnel are to test the phone and check the battery before assuming the watch.

8. Housekeeping. The PDO/NDO is responsible for ensuring general housekeeping is performed in all areas of PSD before the end of each duty day as stipulated in the PDO/NDO check-off sheet. Discrepancies will be reported to the senior person in each area of responsibility. The PDO/NDO will also inspect common areas and outside grounds to ensure they present a neat appearance. Discrepancies will be corrected by duty section personnel.

9. Securing Detachment Spaces. Duty personnel will ensure that all machinery (i.e. typewriters, copier machines, calculators, computer terminals and printers) and appliances (i.e. coffee makers, radios and air conditioners) are turned off; all safes, windows, and external doors are locked and checked, and Information Systems, Network Fiscal, ID cards, ESO, and storage spaces are closed and locked prior to turning off lights and securing the building. The building will be secured using the physical security checklist (enclosure (3)) which will be turned in to the SWO daily and to the Physical Security Officer at the end of each month. The building will not be secured prior to 1700 on regular workdays. If personnel desire to remain after 1700, they must check out a key from the CDO prior to the duty section leaving for the evening. When the duty section departs,

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a log entry will be made listing the personnel still in the building and designating one person (normally the most senior member) who will be responsible for the final securing of the building. The main double-door is the only authorized exit for personnel remaining after 1700 unless there is an emergency (i.e. fire). Before the designated person to secure leaves, he/she will notify COMNAVMAR Security that PSD spaces are secure.

10. Duty Location

a. All watchstanders will be in possession of a cellular phone at all times. When attempting to contact a duty watchstander, always use the recall number before the cell number. The duty phone is meant to alert duty personnel while in transit, not for recreational activities. While not in transit or on duty, personnel should be either at PSD or at their recall number. Recall numbers can be found in the duty log book. Duty personnel must obtain permission to leave the recall area from the CDO/NDO, then notify the PDO/NDO upon return to their recall number. If a CDO is unable to contact one of his/her duty personnel, the individual will be placed on report and an investigation will be conducted the next business day.

b. The PDO/NDO will muster the duty section in the Customer Service Section area at 1630. The PDO/NDO or at least one watchstander must remain in this area at all times.

11. Weekend and Holiday Watchstanding Procedures

a. Muster for all watches as assigned, unless a request for change has been approved. In the case of emergencies, notify the PDO/NDO, who will contact the Watchbill Coordinator. Missing duty or being unavailable for recall on your duty day will result in a report chit.

b. Be within two hours recall time of PSD Guam during the entire watch. This two hours is computed from the time you are notified to the time you report to the detachment.

12. Signature Authority. When a situation arises that cannot be handled by duty personnel or requires signature authority, the duty personnel will contact the SWO.

13. Recall Bill. The Administrative Department is responsible for preparation, maintenance, and distribution of recall bill. Each member of PSD is responsible for ensuring that his/her recall address/phone number is accurate. The WBC will ensure that a current Recall Bill is kept in the duty briefcase.

14. Watchbill. The monthly watchbill will be promulgated by the WBC not later than the 20th day of the month preceding the month

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of duty. The WBC is responsible for ensuring all quarterdecks on Guam have a copy of the watchbill.

15. Leave Requests. Personnel requesting leave shall submit leave request forms via the WBC in addition to their normal chain of command. All leave requests shall be submitted on or before the 15th of the month preceding the month the leave is desired. Emergency leave will be handled on a case by case basis.

16. Exchange of Duty. Requests for exchanges of duty shall be submitted to the WBC on a special request chit. Requests shall be submitted no later than 24 hours prior to the requested exchange start date.

17. Service Record Files. Service Record files will be secured at close of business each day. Records may be issued after normal working hours and on weekends at the PDO/NDO's discretion. The CDO in the performance of duties has the authority to check out records at any time. Requests for issuance of a record to a customer command CDO will not be denied, whether or not his/her name is on the access list.

18. Emergency Leave. Upon notification of after hours emergency leave the duty section will:

a. Determine from Personnel Support Activity (PSA) Pacific if the leave will be funded emergency leave. If emergency leave is funded, notify NAVPTO to ensure the availability of transportation by giving all the information about the emergency leave if member cannot wait until the following workday. The duty PDO/NDO will contact San Antonio to make reservations and request for a Prepaid Ticket which will be waiting for the member at the Airport.

b. If individual emergency leave is non-funded contact Anderson Air Force Base for a space available flight.

19. Casualty Reporting. Upon notification of a casualty, notify the watchstanding chain of command, and stand by to provide customer command with the required information per MILPERSMAN 1770-010. For PSD personnel involved in a casualty, immediately notify SEA, OIC and complete the required message per MILPERSMAN 1770-010 and OPREP-3 - Unit Sitrep.

20. OPREP-3 Reporting. OPREP-3 reports are required whenever an event occurs that may generate media interest or Navy interest above the level of Commander, Naval Forces Marianas (COMNAVMAR) or PSA Pacific. In all cases, the SEA and OIC will be contacted, along with COMNAVMAR Staff Duty Officer and PSA Pacific Staff Duty Officer. The OPREP-3 Instruction is located in the duty

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secure container in the Administrative Office and will be consulted before any message is drafted.

21. Disaster Preparedness. Procedures in the cases of fire, bomb threats, heavy weather/typhoons and tsunamis can be found in reference (c). Following any calamity (typhoon, major earthquake, tsunami, etc), the PDO/NDO will contact every person on the recall bill and determine status. The PDO/NDO will report the status of all personnel to the CDO. The CDO will subsequently report the status of all personnel to the OIC (SEA in his/her absence).

22. PSD Personnel Involvement with Civilian/Military Authorities. Upon notification of incident, CDO will immediately contact the Division Officer of the member and the SEA. If the Division Officer/SEA cannot be contacted, notify the OIC.

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QUALIFICATION STANDARDS FOR DUTY PERSONNEL

<u>SWO</u> <u>INITIALS</u>	<u>WATCHSTANDER'S</u> <u>INITIALS</u>	<u>STANDARD</u>
_____	_____	1. READ AND BE FAMILIAR WITH PSDGUAMINST 1601.1M AND THE WATCHSTANDER'S FOLDER
_____	_____	2. FAMILIARIZATION WITH RECALL PROCEDURES OUTLINED IN PSDGUAMINST 3120.1H
_____	_____	3. PROCEDURES FOR THE PROPER MAINTENANCE OF DUTY LOG BOOK AND USE/SECURITY OF DUTY KEYS
_____	_____	4. FAMILIARIZATION WITH THE FREEDOM OF INFORMATION ACT
_____	_____	5. PROCEDURES FOR TRANSMITTING, RECEIVING, AND DISTRIBUTING MESSAGES (INCLUDING CLASSIFIED MESSAGE HANDLING)
_____	_____	6. PROCEDURES TO BE FOLLOWED IN OPENING AND SECURING PSD
_____	_____	7. VEHICLE INSPECTION PROCEDURES
_____	_____	8. COORDINATION OF EMERGENCY TROUBLE CALLS AFTER WORKING HOURS
_____	_____	9. PROCEDURES FOR RECEIVING AND ROUTING TRANSIENTS
_____	_____	10. FAMILIARIZATION WITH EMERGENCY LEAVE PROCEDURES
_____	_____	11. PREPARATION OF EMERGENCY LEAVE PAPERS (PSD PERSONNEL)
_____	_____	12. FAMILIARIZATION WITH CASUALTY ASSISTANCE CALL PROGRAM
_____	_____	13. PREPARATION OF CASUALTY REPORT
_____	_____	14. FAMILIARIZATION WITH OPREP/SITREP PROCEDURES AS OUTLINED IN OPNAVINST 3100.6G.

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THE QUALIFICATIONS LISTED ABOVE HAVE BEEN COMPLETED,
_____ IS QUALIFIED TO PERFORM DUTIES OF PDO/NDO,
DUTY DRIVER AND DMS.

I HAVE COMPLETED THE QUALIFICATIONS LISTED ABOVE. I UNDERSTAND
AND ACCEPT THE RESPONSIBILITIES OF STANDING WATCH AS
_____.

SIGNATURE

DATE COMPLETED

WATCHBILL COORDINATOR

SENIOR WATCH OFFICER

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U.S. NAVY PERSONNEL SUPPORT ACTIVITY DETACHMENT GUAM
PSD DUTY OFFICER/NAVPTO DUTY OFFICER CHECK-OFF SHEET

PDO/NDO'S Rate/Name (Print):		Date:
Weekly Schedule	Weekend/ Holiday Schedule	Initial Tasking
Preparing to assume the duty		Inventory all Duty keys & log results in the Duty Log Book
		Verify general cleanliness of bldg. & outside grounds (trash cans, shredder bags, butt kits empty, decks, ladders, passageways, exterior grounds clear of debris, & exterior lights are off).
		Verify cleanliness, fuel level & location of Duty Vehicles
		Read the previous day's Duty Log Book entries & familiarize yourself with the information in the Pass Down Log.
		Inventory Duty Safe contents & log results in Duty Log Book. Record I.D. card numbers in log book & compare with previous day's entries to ensure correct accountability (report discrepancies to SWO/WBC)
0830	0830	Assume duty as PDO/NDO. Muster duty section personnel. Test cellular phone.
	N/A	Commence inspection of Duty Vehicle using the Vehicle Inspection Check-off Sheet. Inspection should be completed before the duty run.
0900	N/A	Duty driver prepares for the duty run.
1200 upon return of driver	N/A	Ensure Duty Driver run was completed correctly. Report any discrepancies to WBC or SWO. Attach all Duty Driver/CSD Transmittal/Check Receipts to this sheet. PDO/NDO will verify items brought by duty driver to ensure proper distribution.
1630	N/A	Muster Duty Section in the Customer Service Section area.
		Ensure a member of the duty section is in the Customer Service Section Area at all times for security reasons & to answer phone calls.
		Verify general cleanliness of bldg. & outside grounds & commence clean up.
		Flush toilets and urinals. Sweep outside stairs at either end of bldg.
1700	When Tasks Completed	Ensure all desks, wastebaskets, & other surfaces & receptacles are free of classified materials

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Turn off all electrical equipment (unless otherwise noted) except for the fax machines, answering machines & refrigerators.

		Ensure all safes, Fiscal Cage, NAVPTO and Supply spaces are closed and locked. CDO must initial all Security Container Check Sheet SF-702.
		Ensure no remaining personnel in the bldg.
		Turn OFF all lights, turn ON exterior of bldg. lights.
		Ensure all exterior doors & windows have been locked.
		Call Naval Base Guam Quarterdeck (339-7133) & Security (339-2989) to report bldg. secured. Give CDO's rate, name & recall number to the Naval Base Guam Quarterdeck watch.
0630	N/A	Open PSD spaces.
		Off-going PDO/CDO verifies in coming messages.
		Correct any discrepancies that the on coming PDO/NDO identified.
0830	0830	Turn over the Duty Section.
0900	Next workday	Off going PDO/NDO will turn in check off sheet (& all attached sheets) to the SWO immediately after being relieved. Weekend/Holiday PDO/NDO will wait until the next workday to turn in this check off sheet to the SWO.

Remarks:

PDO/NDO's signature/date

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DUTY DRIVER CHECK-OFF SHEET

Duty Driver's Rate/Name:		Date:	
Time	Duty Driver's Action	Time	Initials
0900	Muster with SWO and check with NAVPTO, Fiscal, Travel, Supply P.O. & IT Manager.		
0915	Check out with CDO and depart PSD.		
1005	Arrive NCTS CSD		
1015	Depart NCTS CSD		
1130	Arrive PSD. Check in with CDO.		

NOTES:

1. Duty driver must depart and arrive on time at each destination. There will be no deviation from the above schedule without the approval of the Senior Watch Officer or the Watch Bill Coordinator. If the Duty Driver is late or delayed from the above schedule, contact the PDO/NDO immediately.
2. Upon return to PSD, the Duty Driver will check in with the CDO to verify proper distribution of items picked up from CSD.

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VEHICLE INSPECTION/DUTY DMS CHECK-OFF SHEET

DATE: _____

DUTY VEHICLEOIC'S VANSAT/UNSATSAT/UNSAT

Fuel	_____
Oil	_____
Radiator coolant	_____
Brake fluid	_____
Brake	_____
Emergency brake	_____
Headlights	_____
Brake lights	_____
Right turn signal	_____
Left turn signal	_____
Emergency flasher	_____
Tail lights	_____
Back-up lights	_____
Wipers	_____
Seat belt(s)	_____
Horn	_____
Cleanliness:	
Inside	_____
Outside	_____

Duty DMS Initials

- | | |
|-----------------------|-------|
| 1. Unlock DMS Office. | _____ |
| 2. Download messages. | _____ |
| 3. Lock DMS Office. | _____ |

Inspector's
Signature: _____

PDO/NDO's Signature: _____

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DUTY DMS PQS STANDARDS

Duty DMS Watchstander (U/I) _____ has completed training as required.

_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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_____ Duty DMS Watchstander	_____ Signature	_____ Date of Watch
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Duty DMS Watchstander (U/I) _____ has completed training as prescribed and has/has not satisfactorily completed under instruction. I do/do not recommend _____ for full watchstanding duties.

_____ DMS Supervisor/ISSM	_____ Signature	_____ Date qualified
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Copy to:
SWO
WBC